

INSTRUCTIONS FOR CHANGE OF NAME OF AN ADULT

Instructions for Completing Dom Rel 60

Introduction:

You must be an adult to use this form (age 18 or older). Do **not** use this form if you are filing to have a child's name changed. Use DOM REL 62 instead.

You must be a resident of the County in which you are filing for a name change.

You may not use these forms to change a name in connection with an adoption or a divorce.

For more information, read Maryland Rule 15-901.

General:

To change your name you must file a Petition for Change of Name. A notice of the request must be published in a newspaper of general circulation in the county in which you reside unless the Court grants a waiver of publication. You will need to check with the Clerk of Court regarding publication of the Notice. In some jurisdictions publication arrangements are the responsibility of the party asking for publication. In other jurisdictions the Clerk of Court will arrange to have the Notice published. After the notice has been published, other persons are given the opportunity to object. If someone objects, that person must file an objection and send a copy of the objection to you. You will have 15 days to respond to the objection by filing a written response with the Court. If you want the court to hold a hearing on the objection, include a Request for Hearing or Proceeding, DOM REL 59, with your response.

Instructions:

> STEP 1 — Completion of the Petition for Change of Name (Adult), Notice for Publication and Order for Change of Name

- A. Fill out the Petition for Change of Name, as indicated.
- B. Sign the Petition.
- C. Fill out the top section and first paragraph of the Notice for Publication. Leave the second paragraph blank.
- D. Fill out the Order for Change of Name, except for the date and Judge's signature.

>STEP 2 — Attachment of Birth Certificate

Attach to the documents to be filed with the court, a copy of your birth certificate or other document reflecting your *current name* (the one you want to change *from*).

>STEP 3 — Filing of Documents

File the above documents with the Clerk of the court at the circuit court for the county in which you reside. Pay the filing fee. You will need to check with the Clerk of Court regarding publication of the Notice. In some jurisdictions publication arrangements are the responsibility of the party asking for publication. In other jurisdictions the Clerk of Court will arrange to have the Notice published.

>STEP 4 — Pay for the Publication of the Notice

The newspaper will send you an invoice to have the Notice published. You are required to pay this invoice. Publication can be expensive. After the Notice has been published you and the Clerk will be sent a confirmation from the newspaper.

>STEP 5 — Consideration of Petition and Issuance of Order

After the Clerk receives the confirmation from the newspaper, they will send your Petition to a judge. The judge will review all of the information.

If someone has contested the name change or if the judge has any questions about your petition, then a hearing may be scheduled. (Remember to respond to any objection within 15 days after you receive it and include a Request for Hearing or Proceeding, DOM REL 59, if you want the court to hold a hearing on the objection).

If no one has contested the change, and everything has been done properly, then the judge may sign the Order for Name Change. You will receive a certified copy of the Order in the mail, and, for a small fee, you may obtain additional certified copies of the Order from the Clerk. You will need to use a certified copy of the Order for Name Change to change your name at the Motor Vehicle Administration (you may need other identification for this), the Bureau of Vital Statistics, Social Security Administration, creditors, etc.